

MAMARONECK UFSD
OFFICE OF PERSONNEL AND ADMINISTRATION

VACANCY ANNOUNCEMENT

ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION - Probationary

The Mamaroneck Union Free School District seeks collaborative, equity-minded employees who commit to develop knowledge, skills, and practices to create culturally responsive learning and working environments. Fostering and maintaining these beliefs supports high expectations and an ethic of care for all students and employees – where differences are seen as strengths to be nourished, celebrated, and welcomed.

POSITION AVAILABLE: July 1, 2023

POSITION OBJECTIVE:

The Assistant Superintendent for Curriculum and Instruction leads, supervises, and coordinates the planning, development, implementation, and evaluation of curriculum, instruction, assessment, and professional development practices in the district to ensure that all students meet or exceed learning standards.

RESPONSIBILITIES:

- Lead and support teachers and administrators in the development and implementation of an experiential, collaborative, innovative, and technology-rich approach to curriculum, instruction, and assessment.
- Work with district Directors to promote programming that includes interdisciplinary themes, inquiry based learning, and real world application of content and skills.
- Establish and maintain the vertical coordination of curriculum between the primary, intermediate, and secondary levels by communicating regularly with administrators and teachers.
- Determine, plan, and implement professional development, including course development (where applicable) assessments for learning, differentiated instruction, and equitable student access.
- Support administrators and teachers to effectively use student performance data for sharing best practices and improving student learning.
- Oversee the district approach to Response to Intervention.
- Study, evaluate, and recommend in partnership with administrators and teachers the adoption of instructional materials, methods, and programs.
- In collaboration with administrators, supervise and evaluate teachers on a regular basis in accordance with the District's Annual Professional Performance Review (APPR) Plan.
- Develop and share informational presentations and participate in collaborative conversations with the Board of Education, administrators, parents and the community.
- Supervise the budget, procurement and delivery of instructional supplies and equipment.

- Determine appropriate assessments to provide data on student achievement, to include benchmark assessments, and analyze/summarize student performance on district-adopted assessments.
- Work with administrators to recruit, interview, and recommend for hiring certified classroom teachers
- Oversee all homeschooled students: approve Individualized Home Instruction Plans (IHIP) and monitor student progress.
- Coordinate with appropriate personnel to write and apply for all Title grants.
- Oversee the application and allocation process for the Mamaroneck Professional Enrichment Fund grants.
- Oversee and approve professional development requests on My Learning Plan.
- Plan and facilitate New Teacher Orientation in coordination with the Assistant Superintendent for Administration and Personnel.
- Communicate regularly with parent and community groups.
- Participate in the Central Office cabinet; develop perennial and annual district goals with aligned resources.

POSITION QUALIFICATIONS:

- Strong command of New York State Learning Standards K - 12
- Experience designing and implementing professional development opportunities
- Ability to engage others and sustain productive working relationships across layered roles and constituencies
- Demonstrated knowledge of effective principles of teaching and learning and experience working with the *Skillful Teacher Framework*
- Versed in the standards for teaching, learning and leading in the digital age
- Demonstrated knowledge of NYS Culturally Responsive-Sustaining Frameworks
- Ability to analyze data to improve instructional practice and student learning outcomes
- Capable of implementing rigorous instructional strategies that set high expectations for teachers and all children including students with disabilities and English Language Learners
- Minimum of five years administrative experience
- NYS SDA/SDL Certification

REPORTS TO: Superintendent of Schools

APPLICATION DEADLINE: March 17, 2023

Ethnically, culturally, and linguistically diverse candidates are welcome and encouraged to apply.

APPLICATION INSTRUCTIONS: Letter of interest and resume should be emailed to: Dr. Claire Reinhard, Assistant Superintendent for Curriculum & Instruction, at creinhard@mamkschools.org . For consideration, please indicate: **ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION** in your subject line.

Mamaroneck UFSD Personnel Office
Claire Reinhard Ed.D.
Assistant Superintendent for Administration and Personnel

This Vacancy Announcement satisfies district-wide collective bargaining agreement requirements for position postings.
